

Vocational Business Education Endorsement – 6 hours

The candidate for the vocational business education endorsement must hold the business education license and complete the following course work:

ASBE 571	Principles and Philosophy of Vocational Education Spring Semester	3 hours
ASBE 591	Developing and Implementing Cooperative Vocational Education Programs Fall Semester	3 hour

In addition to the preceding course work, the candidate for this endorsement must have completed two (2) years of full-time teaching experience and 1,000 clock hours of successful business/office-related employment; this must be documented employment. Retail work experience (sales clerk) is not acceptable as documented employment unless you worked as the accountant, shipping/receiving clerk, or in some other capacity.

Students may begin to work on the course work requirements as an undergraduate in the Business Teacher Education Program; however, those students will not receive this endorsement to their license until all legal requirements established by the [Indiana Professional Standards Board](#) have been met.

Coverage: The holder of the vocational business endorsement is eligible to teach state-approved vocational subjects in business education, organize and manage an intensive office laboratory and/or in-school business laboratory, coordinate a cooperative program with students from all office occupational areas, and coordinate an interdisciplinary cooperative education (ICE) program.

All courses are offered via distance education.

Fees: One time graduate registration fee - \$25.00; Distance Education Fee – Tuition fees vary from year to year.

To register contact Dr. Gregory Valentine, Coordinator Business Education, University of Southern Indiana, 8600 University blvd. Evansville, IN 47712 – phone (812) 465-1610 – email address – gvalenti@usi.edu

Process for Applying for an Addition or Renewal of An Indiana Teaching License

Submit the following items to the College of Education and Human Services once all three (3) Vocational Courses have been completed.

1. An application for an Indiana Teaching License (State Form 9331). You can obtain this form from the IDOE web site.
2. Your current Indiana Teaching License.
3. An original report of a criminal history check. You can get this from your school corporation.
4. A money order or cashier's check for \$35 payable to the State of Indiana.

Mail to: College of Education and Human Services, University of Southern Indiana, 8600 University Blvd., Evansville, IN 47712.